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Visit Visa Husband



## Sadaf Inayat (MBA/MS)

### HUMAN RESOURCES PROFESSIONAL (MBA/ MS)

#### Career Summary

Astute, results-oriented, innovative executive seeks suitable Management position that welcomes a seasoned professional with an exceptional and professional ability to work under high pressure. Professional career reflects over 4 years in managing Recruitment & Selection, HR operations. Self-starter and work well in a high-pressure environment. Ability to quickly learn procedures and methods, easily adapts to new situations, communicate in a clear, concise, and understandable manner and coordinate with all levels of personnel. Proven track record and skills in functions like: Recruitment & Selection, Administration, Personnel Records Management, Employee Relations and Job Evaluation. Talent Management, Attendance Management, Interview Scheduling, Able to work on multiple projects simultaneously.

#### Achievements & Certificates/ Projects

- ❖ **Dubai Quality Appreciation Award** Selected member for Company and raised the HR department with initiatives to win this award for my company.
- ❖ **Employee of the month** certification for January 2019.
- ❖ **Certified Human Resource Management Professionals Program (CHRM-907) - WISSEN GROUP (The Knowledge Window)**
- ❖ **Frontier Works organization Pakistan Project: Development of the Career Web Portal for online recruitment System. Deadline 3 months** Website: <http://careers.fwo.com.pk/>

#### Professional Experience – Overview

- ❖ **Dubai Driving Center – Dubai UAE -** Sep 2017 –Jan 2021
- ❖ **Human Resource Executive:** Over all activities of HR Department, for 600 Manpower of the company.
- ❖ **Frontier Works Organization – Rawalpindi Pakistan -** Sep 2014 – April 2016
- ❖ **Assistant Manager HR (Recruitment Section):** One of leading construction and Civil Engineering Organization under the Military control of the Pakistan. FWO has great Construction project in UAE with efficient Engineering team and office also has the great projects inside the country like China-Pak Economic Corridor (CPEC). Dealing with up to 5000 Manpower up-to 130 Trades for recruitment & Selection.
- ❖ **Dubai Islamic Bank Limited – Rawalpindi Pakistan –** 2013 –2014
- ❖ **Customer Services Officer**  
First Islamic Bank DUBAI ISLAMIC BANK LIMITED, started work with them during the student life. The parent company DIB is a listed company in Dubai. Worked here as a Customer Services Officer.



مركز دبي لتعليم قيادة السيارات  
DUBAI DRIVING CENTER

Dubai Driving Center was established in 2003 by local entrepreneurs, by appointment from the Roads & Transport Authority (RTA) and since that time, we have worked closely with them to bring the very highest standards of International Driver Training to the people of Dubai

#### Dubai Quality Appreciation Award - 2019



جائزة دبي للجودة  
DUBAI QUALITY AWARD

ISO9001 ISO14001, ISO 50001, ISO 39001  
& OHSAS18001

EFQM MEMBER



## Detailed Professional Experience

Sep 2017 –Jan2021

### DUBAI DRIVING CENTER

#### Human Resource Executive

##### Job Responsibilities: -

- Place job postings on job portal as per Manpower Request Form.
- Involving in Strategic Planning and Succession Planning/ Policies of the HR department and preparing the Reports. Goal Settings and identifying the KPI's for each KRA's and processes.
- Direct dealing with Ministry of Human Resources and Emiratization for the Hiring of UAE locals.
- Handling the Grievance activity and complaints of Employees.
- Identifying the rewards system to reduce the turnover rate of the organization.
- Analyzing the Employee Satisfaction Survey annually.
- Yearly Performance appraisal report and corrective action plans.
- Assisting HR Manager in paperwork with sensitive and confidential matters like personnel relations, employee relations, and organizational changes, planning and protecting the security of information, data and files.
- Leave & Attendance Management for all branches.
- Assisting and advising employees regarding HR procedures and policies as per specified guidelines.
- Ensuring safe practices and follow all safety instructions.
- Practicing activities that will reduce the environmental risks.
- Maintaining all employees' data in ERP renewal of passport details, visa details, labor card details, health card details, and instructor permit accordingly.
- Coordinating Training as per Training Plan and maintain paperwork as per IMS.
- Developed and Implemented the Competency Matrix for the staff yearly wise.
- Coordinating PMS activity as per plan.
- Worked on DQA (Dubai Quality Award) & EFQM Team member representing HR department, prepared all the requirements needed by DQA team & implementing in the department.
- Assisting HR Manager in ISO & EFQM Internal & External Audits.

Sep 2014 –May 2016

### Frontier Works Organization – Construction Company Management Trainee HR



Frontier Works Organization  
Pakistan

## Competencies

- Recruitment & Selection
- Employee Orientation
- Policies & Procedures
- Compensation & Benefits
- Employee Relations
- Performance Appraisal
- Employee rewarding
- Employee Record
- Administration

## Skills and Abilities

- Strong communication and interpersonal skills
- Proficient in ERP MS Office, MS Excel, MS PP and SPSS
- Proactive, Persuasive, and ability to work under stress
- Agile and go-getter attitude

## Interests

- Entrepreneurship
- Travelling & reading
- Learning different languages
- Cultures & socializing
- Welfare & social work

## Languages

- English
- Urdu
- Hindi
- Punjabi
- Arabic (beginner)

## EDUCATION

MBA/ MS - Human Resources Management

## Recruitment and Selection

### Job Responsibilities:

- Management Trainee HR (R&S) at Frontier Works Organization
- 5,000 Manpower of the organization and up-to 130 Trades for recruitment.
- Preparing Monthly recruitment data base files for management excellent knowledge of principles and procedures for personnel recruitment, selection,
- Responsible for the full employee lifecycle from recruitment, induction to exit, and for providing full administrative support to the General Manager and Senior Manager. Also involved in the day to day-to-day running of the HR.
- Ensuring the department complies with all recruitment Policies, Laws, and Regulations. Writing up professional job adverts. Putting together new employee starter packs.
- Setting up, monitoring and then tracking employee probationary periods. Carrying out background and reference checks on prospective employees. Acting as the first point of contact for anyone enquiring about a vacancy. Maintenance of the HR records and systems.
- Keeping track of any employee anniversaries and awards they are due.
- Developing reports for senior HR Officers on staff sick leave, absences and holiday leave. Screening phone calls, emails, letters and personal visits. Providing professional advisory support to company employees.

**June 2013 –to February 2014**

**DUBAI ISLAMIC BANK LIMITED**

**CUSTOMER SERVICE OFFICER**

### Job Responsibilities:

- Responsible for branch based hiring and maintained the waiting list of the candidates
- Customer dealing
- Account opening process
- Dealing with TDRs (booking & mature or Pre-mature encashment)
- Dealing with accounts dormancy
- Cheque books, ATM custodian
- Provide services to customers
- Resolved others customers or branch related queries
- Worked on CRM and other Applications like FFC, FLEX CUBE, & BO.